

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: May 26, 2009

FROM: Marc A. Leonetti, State Controller

**SUBJECT: INSTRUCTIONS FOR COMPLETING FEDERAL GRANTS INFORMATION
SCHEDULES (FGIS) FOR THE FISCAL YEAR ENDING JUNE 30, 2009
CFO 09-09**

According to the fiscal closing timetable for the fiscal year ending June 30, 2009, every State agency must submit all of its Federal Grant Information Schedules for FY2009 to the Office of Accounts and Control by August 14, 2009. Please refer to the attached instructions and sample schedule for guidance as to how to fill out the required FGIS forms for your agency. **Note that the instructions and form have been revised from those provided in the past.** A blank version of the revised form may be obtained at the Controller's website under *Forms*. You may call either John Monse, Fiscal Management Officer, at 222-1142, or Steven Blazer, Investigative Auditor, at 222-2267, should you have any questions regarding how to fill out the form.

Thank you for your cooperation.